



## BOARD OF HUMAN SERVICES AGENDA

May 21, 2024 at 11:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

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### 11:00 AM - BOARD OF HUMAN SERVICES MEETING

Join via Google Meet: <https://meet.google.com/pfy-merc-xoc> | Meeting ID: pfy-merc-xoc

#### 1. PLEDGE OF ALLEGIANCE

#### 2. AGENDA APPROVAL

#### 3. ACTION ITEMS

- [a.](#) April BHS Meeting Minutes Approval
- [b.](#) April 2024 Financials Approval
- [c.](#) Resignation- Lisa Powell-DeJong
- [d.](#) Contract Approval: Crossroads
- [e.](#) Approval Interim Attorney Contract (Contract Pending)
- [f.](#) Approval DHS Director Contract
- [g.](#) Krista Cordova: Promotion to Caseworker I
- [h.](#) Michelle Trujillo: Final Retirement

#### 4. STAFF REPORTS

- [a.](#) DHS Staff Reports
  - a. Adult Services
  - b. Assistance Payments Unit
  - c. Child Welfare Unit
  - d. FRC
  - e. Overall Organization

#### 5. EXECUTIVE SESSION

#### 6. ADJOURNMENT

#### 7. UPCOMING MEETINGS

**Huerfano Board of Human Services**  
**Huerfano County Department of Human Services**  
**Minutes: April 16, 2024**



Item 3a.

The Huerfano County Board of Human Services regular meeting was held on April 16, 2024. It was called to order at 11:00 am. In attendance were Chairman John Galusha, Commissioner Arica Andreatta, and Commissioner Karl Sporleder. Also in attendance were Department of Human Services Director, Dr. Heather Wellman; and County Administrator, Carl Young.

**1. AGENDA APPROVAL**

Motion to approve the agenda was made by Commissioner Andretta and seconded by Commissioner Sporleder.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Galusha

**Motion Passes**

**2. ACTION ITEMS**

**a. March Board of Human Services Minutes Approval**

Motion to approve the minutes was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Abstaining: Commissioner Galusha

**Motion Passes**

**b. March Financial Reports Approval**

Motion to approve the financial reports was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder Commissioner Galusha

**Motion Passes**

**c. Drug Testing Policy and Contract**

Motion to approve Drug testing policy in house was made by Commissioner Andreetta and seconded by Commissioner Sporleder.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder, Commissioner Galusha

**Motion Passes**

**d. HCDHS Attorney Contract**

Motion to approve the attorney contract was made by Commissioner Andreatta and seconded by Commissioner Sporleder.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder, Commissioner Galusha.

**Motion Passes**

**Huerfano Board of Human Services**  
**Huerfano County Department of Human Services**  
**Minutes: April 16, 2024**



Item 3a.

#### **4. STAFF REPORTS**

##### **a. EBT Card in Hand Procedure**

New EBT card in hand procedure. Not needing approval, making the BOCC aware of changes per state level. Bringing the areas of foreseeable confusion to the BOCC. Commissioner Galusha praised on procedure.

##### **b. Call Center Operations**

Not needing approval, showing BOCC our new procedures for Call Center and Front Desk. Very similar to our previous call center model, but adjusted to work better for current staff. Firm hours for Call Center, additional training on what exactly front and call center do. Showing pictures of how we've redone a living room visitation room, bedroom room, and storage room. Purging files and organization happening in office.

##### **c. Staff Reports**

###### **A. Adult Services Unit**

The caseload and number of intakes has remained steady. The move to a Case Management Agency with new platforms continues to cause issues. June 14th "World elder abuse awareness day" Roughly 20 agencies participating.

###### **B. Assistance Payments Unit**

Down this month w/ apps and redeterminations numbers. Shelby and Dylan have completed training. Tayla finished COWORKS training, filling that program back in. Marcie still on extended leave.. Trying new systems out with EBT card in hand. Almost caught up, significantly seeing the differences.

###### **C. Family Resource Center**

Increased case management support and referrals. Several meetings between DHS office and FRC. Working on bridging gaps, that is reflected in the case management increase this month from FRC. At state wide conference next week.

###### **D. Child Welfare Unit**

Uptake in cases and referrals. 20 open cases. Everyone is worn out in this unit. Comp time usages being used to give everyone a breather. Any chance that they are allotted a break, pressing to have them take that time. Difficulty with placement. 10-15 referrals a week at the moment.

**Huerfano Board of Human Services**  
**Huerfano County Department of Human Services**  
**Minutes: April 16, 2024**



Item 3a.

**E. Organizational Update**

Fully staffed, Volunteers for food distribution have increased. Dr Wellmans contract is up in the end of May. Deciding to stay on contract. Will provide a contract in June. Commissioner Galusha would like to see a 3 year contract. Dr Wellman would agree to 3 years. Equinox has been returned! Tahoe is now in the shop for Traction light. VM and Phone operational. Computers refreshed next week. Two state level liaisons in the office next week during the same time. Updates- Child Welfare allocation model, they want to change that to a funding model. Asking for safeguards to be put in place, we can't overspend due to budget constraints in the county. We support floors and ceilings and incremental budget changes in either direction. Attended a court best practices conference. Access and functional needs conference in Springs attended by Dr Wellman, learned a lot that can be applied to the office. DHS Office meeting will be happening 4/19. This will move forward with staff meetings quarterly. Karina is doing very well bringing the accounting back to accurate. Deah attended a food conference, working with other agencies within the county to expand our services.

**6. ADJOURNMENT**

Motion to adjournment at 11:50 am was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder, Commissioner Galusha

**Motion Passes**

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John Galusah  
Chairman, HCBOCC

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Heather Wellman, PhD, HCDHS Director

HUERFANO COUNTY																									
<b>PAYROLL STATUS CHANGE</b>																									
<b>EFFECTIVE DATE</b>																									
<b>6/2/2024</b>																									
<b>NAME:</b> Lisa Powell-DeJong	<b>PAYROLL :</b> 6/21/2024																								
<b>CHANGE OF ADDRESS/PHONE</b>	STREET CITY, STATE, ZIP TELEPHONE																								
<b>CHANGE</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center; background-color: #f2f2f2;">FROM (DOES NOT APPLY TO NEW EMPLOYEE)</th> <th style="width: 35%; text-align: center; background-color: #f2f2f2;">TO</th> </tr> </thead> <tbody> <tr> <td>JOB TITLE</td> <td style="text-align: center;">County Attorney</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>DEPARTMENT</td> <td style="text-align: center;">Public Welfare</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>HOURS</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>ANNUAL SALARY</td> <td style="text-align: center;">\$137,500.22</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>SEMI-MONTHLY SALARY</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>HOURLY SALARY</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>OTHER SALARY</td> <td style="text-align: center;">Exempt</td> <td style="background-color: #cccccc;"></td> </tr> </tbody> </table>		FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO	JOB TITLE	County Attorney		DEPARTMENT	Public Welfare		HOURS			ANNUAL SALARY	\$137,500.22		SEMI-MONTHLY SALARY			HOURLY SALARY			OTHER SALARY	Exempt	
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NEW HIRE REHIRED PROMOTION DEMOTION TRANSFER	<u>RESIGNATION</u> RETIREMENT LAYOFF ADMINISTRATIVE LEAVE PAID ADMINISTRATIVE LEAVE UN-PAID <b>TERMINATION</b>	LENGTH OF SERVICE INCREASE REEVALUATION OF CURRENT JOB INTRODUCTORY PERIOD COMPLETED OTHER																							
COMMENTS, IF NECESSARY																									
<b>Motion to Accept the Resignation of Lisa Powell-DeJong as Huerfano County Attorney Effective June 2, 2024.</b>																									
_____ Elected Official/Department Manager	_____ Chairman																								
Date _____	Date _____																								
Date to Finance Office: _____																									



**CONTRACT FOR SERVICES**

Item 3d.

This Contract is made by and between and **Crossroads Turning Points, Inc., 84-0810723, 4 Montabello Road Pueblo, Colorado 81001**, (hereinafter referred to as Contractor), and the Huerfano County Department of Human Services. This Contract is effective June 1, 2024.

WHEREAS, CONTRACTOR provides salary/benefits for a .5 FTE receptionist and clerical support services for programming for TANF/Colorado Works eligible clients. Programs include Community Playgroup, supervision for the Personal Responsibility Education Program (PREP) through the CoSHI curriculum as well as Family Development Services (as defined by the Family Resource Center Association) of which all of the clients are TANF/Colorado Works eligible. Matching funds are provided through the Crossroads Turning Points (and further defined in the Scope of Work). Services are offered by the County at the Huerfano/Las Animas County Family Resource Center located at 615 Russell Street, Walsenburg, Colorado 81089, **where \$900.00 in rent is paid monthly to house said services** and,

WHEREAS, HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, wishes to participate in funding said services to families and/or children who meet the eligibility guidelines for said services under the

(Check all that apply)

- Temporary Assistance To Needy Families Program/Colorado Works
- Promoting Safe & Stable Families Program
- Child Welfare Core Services Program
- Runaway & Homeless Youth Program (Statewide Strategic Use Fund II)
- Collaborative Management Program
- Other (Specify) ADMIN, and

WHEREAS, the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES and CONTRACTOR desire to work collaboratively to provide said services to eligible families and individuals in Huerfano County.

NOW THEREFORE, in consideration of their mutual interest, the parties agree to the following:

1. Performance Period: The term of this Contract shall be from June 1, 2024 through May 31, 2025 Both parties agree the terms and conditions of this Contract continue for the entire performance period, unless earlier terminated per Contract paragraphs six (6), seven (7), ten (10), eleven (11) or twelve (12).
2. Independent Contractor Relationship: Contractor shall perform duties hereunder as an independent contractor and not as the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, nor as a HUERFANO County employee. Neither CONTRACTOR nor an agent or employee of CONTRACTOR shall be, or shall be deemed to be, an agent or employee of HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES or HUERFANO County
3. Purpose of Services: Both parties agree services provided under this Contract funded with Temporary Assistance to Needy Families Program funds, including the Statewide Strategic Use Funds shall be provided for the following Federal purpose(s) of the Temporary Assistance to Needy Families Program:

1. **Assisting needy families so that children can be care for in their own homes**
2. **Reducing the dependency of needy parents by promoting job preparation, work and marriage**
3. **Preventing unplanned and teen pregnancies**
4. **Encouraging the formation and maintenance of two parent families, and**

Services for the other programs listed above will meet the requirements and purposes of those programs and funding sources as listed below:

4. Eligibility Determination: The parties agree (check all that apply)  Huerfano County Department of HUMAN Services,  Contractor, the  Huerfano/Las Animas County Family Resource Center, Other(Specify)\_\_\_\_\_ will determine eligibility for services provided under this contract. If the Contractor is determining eligibility that process is described in Attachment A – Scope of Work.

5. Scope of Work : CONTRACTOR agrees to contract for the services and, if applicable; to determine eligibility for those receiving said services as set forth in Attachment A – Scope of Work, attached hereto and incorporated herein.

6. Payment: Both parties agree to the terms set forth in Attachment B – Payment Schedule, attached hereto and incorporated herein.

7. Availability of Funds: Both parties agree that payments pursuant to this Contract are subject to and contingent upon the continuing availability of funds for the purposes herein. If such funds become unavailable, HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES may terminate all or part of this Contract immediately without further liability and shall terminate this Contract within three (3) days of receiving notice of such cessation of funding.

8. Contract Administrators: The following individuals will act as Contract administrators for the term of the Contract:

HUERFANO COUNTY DEPARTMENT OF HUMAN  
SERVICES CONTRACT MANAGER:  
Heather Wellman, PhD, Director  
Huerfano County Department of Human Services  
121 W. 6<sup>th</sup> St.  
Walsenburg, Colorado 81089  
Telephone 719-738-2810

CONTRACTOR:  
Charles Davis, CEO  
Crossroads Turning Points, Inc.  
84-0810723  
4 Montebello Road  
Pueblo, Colorado 81001



9. Standard Terms & Conditions: Both parties are bound by the language in Attachment D, Standard Terms and Conditions, attached hereto and incorporated herein. In no case shall funds of the CONTRACTOR, be required for satisfaction of any provisions of this Contract. The CONTRACTOR will maintain separate funds which alone will be available for satisfaction of any terms of this Contract.

10. Insurance Requirements: CONTRACTOR shall comply with the insurance and indemnities required in Attachment C, Insurance Requirements, attached hereto and incorporated herein, and make available upon request documentation of said Insurance Requirements. CONTRACTOR understands it is responsible to provide proof of the required level of insurance for any subcontractors, if subcontractors are allowed under this contract.

11. Termination for Cause : If, through any cause, CONTRACTOR shall fail to fulfill, in a timely and proper manner, its obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements or stipulations of this Contract, HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, shall thereupon have the right to terminate this Contract for cause by giving written notice to CONTRACTOR of its intent to terminate and at least ten (10) days opportunity to cure the default or show cause why termination is otherwise not appropriate.

Notwithstanding the above, CONTRACTOR, shall not be relieved of liability to the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES or Huerfano County for any damages sustained by HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES or Huerfano County by virtue of any breach of the Contract by CONTRACTOR, and HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES may withhold any payment to CONTRACTOR for the purposes of mitigating its damages until such time as the exact amount of damages due to HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES from CONTRACTOR is determined. If after such termination it is determined, for any reason, that CONTRACTOR was not in default, or that CONTRACTOR'S action/or inaction was excusable, such termination shall be treated as a termination for convenience, and the rights and obligations of the parties shall be the same as if the Contract had been terminated for convenience, as described herein.'

12. Termination for Convenience: Both parties reserve the right, regardless of satisfactory or non-satisfactory performance hereunder, to terminate this Contract without liability by giving written notice of such termination to the other party. A written notice to terminate must be delivered to the other party ten (10) days prior to the date of final service delivery. In the event of such termination, CONTRACTOR shall be paid for all satisfactory work accomplished pursuant to this Contract. Any final settlement of compensation shall take into full consideration all work which has been properly performed by CONTRACTOR and all payments which have or have not been made.

13. Immediate Termination: This Contract is subject to immediate termination by HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES in the event HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES determines that the health, safety or welfare of persons receiving services may be in jeopardy. Additionally, HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, may immediately terminate this Contract upon verifying that CONTRACTOR has engaged in or is about to participate in fraudulent acts.

14. Upon termination of this Contract, regardless of the cause of the termination, all finished or unfinished documents, data, studies, surveys, reports or other material prepared by CONTRACTOR under this Contract shall, at the option of HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, become HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES' property, and CONTRACTOR shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted.

15. **Non-Supplant** - Federal award funds must supplement, not replace (supplant) nonfederal funds. All recipients who receive awards under programs that prohibit supplanting by law must ensure that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds.

REPRESENTATIVES:

\_\_\_\_\_  
Heather Wellman, PhD  
DIRECTOR, HUERFANO COUNTY  
DEPARTMENT OF HUMAN SERVICES

\_\_\_\_\_  
Charles Davis, CEO  
CROSSROADS TURNING POINTS, INC.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
John Galusha, CHAIRPERSON  
HUERFANO COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
DATE

## ATTACHMENT A

### SCOPE OF WORK

1. The services which will be provided under this contract will meet the following Federal purpose(s) of the Colorado Works Program. Clients are screened and assigned based on their intake assessment. All funding is kept separate and accounted for monthly through a billing process and approved through the Huerfano County Department of Human Services accountant office.

#### **Assisting needy families so that children can be cared for in their own homes**

- ✓ Through Family Development Services (funded through matching funds through the Promoting Safe and Stable Families (PSSF), families are assigned a Family Development Worker who helps them with parenting and life skills so that children can be cared for in their own homes. Family Development Workers (FDW's) are housed at the Huerfano Family Resource Center and provide a 'safe, neutral space' for families to work with their FDW.

#### **Reducing the dependency of needy parents by promoting job preparation, work and marriage**

- ✓ Family Development Services helps families become "job ready" by increasing their life skills and obtaining the proper documents such birth certificates and social security cards. In addition, partnerships with the TANF/Colorado Works Department provide Job Readiness classes which are held weekly at the FRC and allows clients easy access to services.

#### **Preventing out of unintended pregnancies**

- ✓ Huerfano County CoSHI provides youth with age-appropriate medically accurate and evidence-based strategies that are proven to help reduce the risk of unintended pregnancy and sexually transmitted infections through the comprehensive sexual health education and programming along with trainings for trusted adults who would like to increase their skills in answering questions about sensitive topics.

#### **Encouraging the formation and maintenance of two parent families**

- ✓ The Community Playgroup serves infants and children up to age 5 and their families with a weekly, 2Gen approach to parenting and early intervention services. Multi-generations are encouraged to attend and learn how to interact with their baby/toddler to increase bonding, learn appropriate discipline techniques, form new HUMAN connections to enhance parental resiliency, and learn about HUMAN and emotional milestones for their children.

2. For the period of this Contract, CONTRACTOR, may provide all or a combination of the following services:

Receptionist, clerical support services and rent to house programming to support the Colorado Works/FRC Program services offered by the County at the Huerfano/Las Animas County Family Resource Center located at 615 Russell Street, Walsenburg, Colorado 81089.

**Households eligible to receive TANF funded services are those who:**

Have signed an application/affidavit indicating they have a child within the fifth degree of kinship, annual gross income of less than \$75,000 annually, and are lawfully present in the USA. Lawful presence does not need to be determined when the service is provided to a child under 18 years old.

The Huerfano/Las Animas Family Resource Center agrees to determine eligibility for those served by completing an application for each family served. The application will include, at a minimum, the names and birthdates of all members of the family unit and their relationship to one another; the physical address of the family unit; the total income of the members of the family income listed separately for each member; and a statement check marked or initialed indicating lawful presence in the United States.

For services provided for TANF purposes 3 and 4 with segregated Federal funds, it is not necessary determine income or child status.

The Huerfano/Las Animas Family Resource Center will summarize data related to the number of eligible persons served and the type and frequency of the services they received and maintain copies of the data file for three (3) years after the year the last service was provided. Identifying information or those served will be maintained by the Contractor and will not be reported to the Huerfano County Department of Human Services.

The Huerfano/Las Animas Family Resource Center will provide the Contract Administrator for the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES monthly reports summarizing the number of TANF eligible clients served and the types of services provided as described in paragraphs 1 and 2 above.

## ATTACHMENT B

### PAYMENT SCHEDULE

Total funding for services provided under this Contract shall not exceed \$ 24,600.00. County agrees to purchase and contractor agrees to furnish services at the cost of **\$1150.00 per month for clerical services and \$900.00 in rent to house services.**

In order to determine the monthly payment the CONTRACTOR will provide the following information 5 working days before the last working day of each month for services provided in the previous month.

A time sheet signed by the employee and the supervisor who provide the receptionist services that indicates the date of service and the number of hours worked for each day.

In addition the contractor will provide information upon request of the Huerfano County Department of HUMAN Services needed to determine that the TANF funding provided for said receptionist services is in proportion to the number of TANF eligibles served by the position on an annual basis. Such information includes but is not limited to:  
A statement signed by the Contractor itemizing the total annualized costs of the receptionist position.

Projected total of annual TANF/Colorado Works eligible clients are as follows:

**Family Development Worker Services – 45**

**Personal Responsibility Education Program – 200 children and youth**

**Community Playgroup – 25 children and their families**

**Job Readiness – 10 adults**

**Total projected TANF/Colorado Works eligible customers served: 280**

**Total cost of TANF/Colorado Works contract is \$ 24,600.00 /290 = \$ 84.82 per client served.**

ATTACHMENT C**INSURANCE REQUIREMENTS**

1. Contractor and all subcontractors providing services under this contract agree to maintain, during the term of this agreement, Commercial General Liability Insurance, Comprehensive Casualty Insurance to the amount of any liens, Automobile Liability Insurance, and Worker's Compensation and Employers' Liability Insurance as described below. Contractor shall furnish subcontractors' certificates of insurance to the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES upon request.
  - A. Workers' Compensation and Employers' Liability including Occupations Disease Coverage shall be in accordance with scope and limits as required by the State of Colorado.
  - B. Commercial General Liability, "occurrence form" with minimum limits of ONE MILLION (\$1,000,000) combined single limit, per occurrence for bodily injury, personal injury and property damage. In addition, Contractor must provide, for a period of two years after the final payment for the contract, certificates of insurance evidencing that the above coverage was in effect during the contract period.
  - C. Comprehensive Automobile Liability Insurance with minimum limits for bodily injury and property damage of not less than ONE MILLION (\$1,000,000) combined single limit per accident.
2. All insurance policies required hereunder shall include a written thirty (30) day notification of cancellation. In that notice the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES and the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES CONTRACT ADMINISTRATOR will be notified of any material changes in the insurance policy(s) such as; cancellation, non-renewal, or reduction in coverage or alteration of coverage.
3. Nothing herein shall be deemed or construed as a waiver of any of the protections to which the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES or Huerfano County shall be entitled pursuant to the Colorado Government Immunity Act, Sections 24-10-101, C.R.S., as amended.
4. Contractor shall require that subcontractors, if allowed under this contract, procure and continuously maintain the minimum insurance coverage listed herein, and additional coverage as may apply, with forms and insurers acceptable to the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES.

## ATTACHMENT D

### STANDARD CONDITIONS

1. Scope of Contract : Any other work, materials, equipment or machinery not specifically described or expressly covered herein, but which is required or necessary to perform or complete the work which is contemplated, shall be deemed to be, and is, covered by this contract.
2. Safety: Precautions shall be exercised at all times for the protection of all persons (including HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES and Huerfano County employees) and property. The safety provisions of all applicable laws, regulations, and codes shall be observed. Hazards arising from the use of vehicles, machinery, and equipment shall be guarded or eliminated in accordance with the highest accepted standards of safety practice. Contractor and any subcontractors shall comply fully with all requirements of the Occupational Safety and Health Act, and any other pertinent Federal, State, or Local Statutes, rules or regulations. Contractor and any subcontractors, if permitted under this contract, shall bear full responsibility for payment of any fines or other punishments resulting from violation of any such statutes, rules or regulations.
3. Background Checks: The Contractor agrees to complete criminal background checks on all employees who provide services under this contract. These must be completed prior to any service provision by any employee under this contract. Copies of said background checks shall be provided to the Huerfano County Department of Human Services prior to service provision by any employee of the Contractor.
4. Subcontractors: This is a personal services contract on the part of the Contractor. The services to be provided under this contract **will not** be provided by subcontractor(s). This Contract may not be otherwise assigned or subcontracted without the prior express written consent of the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, and any attempt to assign this contract without the prior written consent of HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES shall render the contract null and void with respect to the attempted assignee.
5. Financial Audit: The HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, or its designee, may at reasonable times, during the term of this contract or for three years after its termination or expiration, audit Contractor's books with regard to this contract, and Contractor shall retain its books and records for the required period.
6. Exclusivity: This is not an exclusive contract. The HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES may, at its sole discretion, contract with other entities for work similar to that to be performed by Contractor hereunder. Contractor may contract to perform similar work for others, and is not expected to work exclusively for the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES. Each party will inform the other party of any contracts for similar work with others.
7. Conflict Resolution : This contract is and shall be deemed to be performable in the County of Huerfano, Colorado, and venue for any dispute hereunder that cannot be settled between

the parties shall be in the District Court of the County of Huerfano, Colorado. In the event of a dispute concerning performance hereunder, the parties agree that the Court shall enter judgment in favor of the prevailing party for costs and reasonable attorney fees.

- 8. Confidentiality of Information: Contractor agrees that any information received during any furtherance of the obligations hereunder will be treated as confidential and will not be revealed to other persons, firms or organizations, unless required by statute.

Contractor shall protect the confidentiality of all records and other materials containing personal identifying information that are maintained in accordance with this Agreement, pursuant to applicable state and federal law and regulations. **Except as provided by law, information about any individual consumer shall not be disclosed in any form.**

- 9. Compliance with the Health Insurance and Portability and Accountability Act (HIPAA): The Contractor may receive or create certain health or medical information (“Protected Health Information” or “PHI”, as defined below) in connection with the performance of this Agreement. This PHI is subject to protection under state and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-101 (“HIPAA”). Contractor specifically agrees to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA and its regulations and as described in Addendum B of this contract-**HIPAA Business Associate Addendum for HIPAA compliance.**

- 10. Cyber Security/Confidentiality: Contractor shall not transmit confidential information as described in Attachment C, Standard Conditions, sections 7 and 8, about any individual consumer through electronic means unless that transmission is through a secure, protected/encrypted format.

“Electronic means” includes any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, printers and service bureaus. Also included is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Email (Electronic mail) as referred to in this section is any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

The Contractor when using Electronic Mail related for any purpose related to this contract must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the Huerfano County Department of HUMAN Services or any unit of the Huerfano County Department of HUMAN Services or Huerfano County unless appropriately authorized in writing to do so. Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing the Huerfano County Department of HUMAN Services.



An example of a simple disclaimer is: "The opinions expressed are those of the Las Animas/Huerfano County Health Department and not necessarily those of the Huerfano County Department of HUMAN Services."

11. Legal Authority : Contractor warrants that it possesses the legal authority to enter into this contract and that it has taken all actions required by procedures, by-laws and/or applicable law to exercise that authority, and to lawfully authorize the undersigned signatory to execute this contract and to bind Contractor to its terms.
12. Inspection & Acceptance: The HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES reserves the right, without notice and at reasonable times, to inspect the work accomplished by the Contractor under this contract. The right of inspection reserved in the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES is for protection of the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES in assuring that the work is proceeding in a timely manner and satisfactory manner and does not relieve Contractor from responsibility for selecting appropriate means of fulfilling its obligations hereunder.
13. Indemnification : Contractor shall, to the extent allowed by law, indemnify and hold harmless the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, Huerfano County, Colorado Department of Human Services and the State of Colorado, their agents, officials and employees, against all loss or damages, including penalties, charges, professional fees, interest, costs, expenses and liabilities of every kind and character arising out of, or relating to, any and all claims and causes of actions of every kind and character, in connection with or arising, directly or indirectly, out of Contractor's performance under the terms of this Contract, whether or not it shall be alleged or determined that the harm was caused through or by the Contractor or subcontractor, if any, of their respective employees and agents. Contractor further agrees that its obligations to the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES under this paragraph include claims against the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, Huerfano County, Colorado Department of Human Services or State of Colorado by Contractor's employees whether or not such claim is covered by Workers' Compensation. Contractor expressly understands and agrees that any insurance or bond protection required by this Contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, Huerfano County, Colorado Department of Human Services and the State of Colorado, their agents, officials, and employees as herein provided. Contractor shall be entitled to assert on behalf of HUERFANO COUNTY DEPARTEMENT OF HUMAN SERVICES, any defenses to which the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES may be entitled, including sovereign immunity. Further, the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES, Huerfano County, Colorado Department of Human Services and the State of Colorado, et al, agree to indemnify the Contractor for claims for which the above may be responsible.
14. Force Majeure: Neither Contractor nor the HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES shall be liable to the other for any delay in, or failure of performance of, any covenant or promise contained in this contract, nor shall any delay or failure constitute default or give rise to any liability for damages if, and only to the extent that, such delay or failure is caused by "force majeure". As used in this contract "force majeure" means fire, explosion, action of the elements, interruption of transportation, rationing, court action,

illegality, unusually severe weather, or any other cause which is beyond the control of the party affected and which, by the exercise of reasonable diligence, could not have been prevented by the party affected.

15. Severability: To the extent that this contract may be executed and performance of the obligations of the parties may be accomplished within the intent of the contract, the terms of this contract are severable, and should any term or provision of the contract or its attachments be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision herein.
16. Modification & Amendment: This contract is subject to such modifications and/or amendments as may be necessary. No modification or amendment to this contract shall be effective unless agreed to in writing by both parties.
17. Survivability : Contract Paragraphs 4, 8, 12 and Attachment D, Paragraphs 2, 4, 6, 7, 8, 9, 10, 11, 12, 15, 16, and 17 shall survive any termination of this Contract.
18. Conformance with Law : Contractor shall at all times during the performance period strictly adhere to all applicable Federal and State laws and implementing regulations as they currently exist and may hereafter be amended. Contractor shall also require compliance with these statutes and regulations in subcontract and sub grant agreements, if any, permitted under this Contract. Without limitation, these Federal and State laws and regulations include:
  - 1 Age Discrimination Act of 1975, 43 USC Sections 6101 et seq and its implementing regulations, 46 CFR Part 91
  - 2 Age Discrimination in Employment Act of 1967, 29 USC 621-634
  - 3 Americans with Disabilities Act of 1990 (ADA), 42 USC 12101 et seq
  - 4 Drug Free Workplace Act of 1988, 41 USC 701 et seq
  - 5 Equal Pay Act of 1963, 20 USC 206(d)
  - 6 Immigration Reform and Control Act of 1986, 8 USC 1324b
  - 7 Pro-Children Act of 1994, 20 USC 6081 et seq
  - 8 Section 504 of the Rehabilitation Act of 1972, 29 USC 794, as amended and implementing regulation 45 CFR Part 84
  - 9 Titles VI and VII of the Civil Rights Act of 1964, 42 USC 2000d and e
  - 10 Title IX of the Education Amendments of 1972, 20 USC 1681 et seq
  - 11 Section 24-34-302, et seq, Colorado Revised Statutes 1993, as amended
  - 12 The Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common rule), at 49 CFR, Part 18
  - 13 Office of Management and Budget Circulars A-87, A-21 or A-122, and A-102 or A-110, whichever is applicable
  - 14 The Hatch Act (5 USC 1501-1508 and PL 95-454 Section 4728). These statutes state that federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs
  - 15 Health Insurance Portability and Accountability Act of 1996 (HIPPA) Public Law 104-191 (codified at 45 CFR 160-164), if applicable
  - 16 Personal Responsibility and Work Opportunity Reconciliation Act of 1996, if applicable
  - 17 Volume of Finance and Accounting (Executive Director) Rules (11 CCR 2508-1), Volume 5, Colorado Department of Human Services Manual of Rules and Regulations

- 19. Non-discrimination: Contractor shall not discriminate against any person on the basis of race, color, national origin, age, sex, religion and disability, including Acquired Immune Deficiency Syndrome (AIDS) or AIDS related conditions, in performance of work and provision of services under this Contract.
- 20. This contract constitutes the entire agreement between the parties, and no changes or modifications shall be effective unless reduced to writing and signed by the parties. The Contract shall be read as a whole, rather than each item being read separately.
- 21. The Contractor certifies that the Contractor shall comply with the provision of CRS 8-17.5-101 et seq. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor, if allowed under this contract, that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. The Contractor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the HUMAN Security Administration and Department of Homeland Security, and (ii) otherwise will comply with the requirements of CRS 8-17.5-102 (2)(b). The Contractor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or CRS 8-17.5-102 et seq., the Huerfano County Department of HUMAN Services may terminate this contract for breach and the Contractor shall be liable for actual and consequential damages to the Huerfano County Department of HUMAN Services.

A Contractor that operates as a sole proprietor hereby swears or affirms under penalty of perjury that the Contractor (i) is a citizen of the United States or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of CRS 24-76.5-101 et seq., and (iii) shall produce one of the forms of identification required by CRS 24-76.5-103 prior to the effective date of this Contract. Except where exempted by federal law and except as provided in CRS 24-76.5-103(3), a Contractor that received federal or state funds under this contract must confirm that any individual natural person eighteen (18) years of age or older is lawfully present in the United States pursuant to CRS 24-76.5-103(4) if such individual applies for public benefits provided (to and for Contractor) under this contract.

- 22. By signing this Agreement, the Contractor agrees to provide, comply with, and, if applicable, execute the certifications set forth in Addendum A – Notification of Immigration Compliance Requirements and Certification by Contractor and Addendum B-HIPAA Business Associate Addendum for HIPAA compliance incorporated herein by reference and attached hereto.

**ADDENDUM A**

**NOTIFICATION OF IMMIGRATION COMPLIANCE REQUIREMENTS  
AND  
CERTIFICATION BY CONTRACTOR**

Contractor acknowledges that Contractor has been notified of the immigration compliance requirements of CRS 8-17.5-101 et.seq. (House bill 06-1343), and hereby CERTIFIES THAT:

1. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under the public contract for services; or
2. Enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the public contract for services;
3. The Contractor has verified or attempted to verify through participation in the basic pilot program that the Contractor does not employ any illegal aliens and, if the Contractor is not accepted into the basic pilot program prior to entering into a public contract for services, that the Contractor shall apply to participate in the basic pilot program every three months until the Contractor is accepted or the public contract for services has been completed, whichever is earlier. This provision shall not be required or effective in a public contract for services if the basic pilot program is discontinued;
4. The Contractor acknowledges that the Contractor is prohibited from using basic pilot program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed;
5. If the Contractor obtains actual knowledge that a subcontractor performing work under the public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall be required to:
  - a. Notify the subcontractor and the contracting state agency or political subdivision within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
  - b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to subparagraph (A) of this Section 5, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
6. Contractor is required to comply with any reasonable request by the State Department of Labor and Employment ("Department" herein) made in the course of an investigation that the Department is undertaking pursuant to the authority established in CRS 8-17.5-102(5).
7. If Contractor violates a provision of the public contract for services required herein may terminate the contract for breach of the contract. If the contract is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

- 8. The County is obligated to notify the office of the Secretary of State if a contractor viola provision of this Addendum and the County terminates the contract for such breach.

Based on this notification, the Secretary of State shall maintain a list that includes the name of the Contractor, the state agency or political subdivision that terminated the public contract for services, and the date of the termination. A contractor shall be removed from the list if two (2) years have passed since the date the contract was terminated, or if a court of competent jurisdiction determines that there has not been a violation of the provision of the public contract for services required pursuant to Section I. An agency or political subdivision shall notify the office of the Secretary of State if a court has made such determination. The list shall be available for public inspection at the office of the Secretary of State and shall e published on the internet on the website maintained by the office of the Secretary of State.

- 9. The Department may investigate whether a contractor is complying with the provisions of a public contract for services required pursuant to Section I. The Department may conduct on-site inspections where a public contract for services is being performed, request and review documentation that proves the citizenship of any person performing work on a public contract for services, or take any other reasonable steps that are necessary to determine whether a contractor is complying with the provision of a public contract for services required pursuant to Section I. The Department shall receive complaints of suspected violations of a provision of a public contract for services (this Addendum) and shall have discretion to determine which complaints, if any, are to be investigated. The results of any investigation shall not constitute final agency action. The Contractor is hereby notified that the Department is authorized to promulgate rules in accordance with Article 4 of Title 24, CRS, to implement the provision of CRS 8-17.5-101, et. seq.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Crossroads Turning Points

Signed by:

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Charles Davis, CEO

## Addendum B

### HIPAA Business Associate Addendum for HIPAA compliance

This Business Associate Addendum (“Addendum”) is a part of the Contract dated June 1, 2021 between the Huerfano County Department of Human Services and Contractor. For purposes of this Addendum, the Huerfano County Department of Human Services is referred to as “Covered Entity” or “CE” and the Contractor is referred to as “Associate”. Unless the context clearly requires a distinction between the Contract document and this Addendum, all references herein to “the Contract” or “this Contract” include this Addendum.

#### RECITALS

- A. CE wishes to disclose certain information to Associate pursuant to the terms of the Contract, some of which may constitute Protected Health Information (“PHI”) (defined below).
- B. CE and Associate intend to protect the privacy and provide for the security of PHI disclosed to Associate pursuant to this Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d – 1320d-8 (“HIPAA”) and its implementing regulations promulgated by the U.S. Department of Health and Human Services, 45 C.F.R. Parts 160 and 164 (the “Privacy Rule”) and other applicable laws, as amended.
- C. As part of the HIPAA regulations, the Privacy Rule requires CE to enter into a contract containing specific requirements with Associate prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 160.103, 164.502(e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this Addendum.

The parties agree as follows:

#### 1. Definitions.

a. Except as otherwise defined herein, capitalized terms in this Addendum shall have the definitions set forth in the HIPAA Privacy Rule at 45 C.F.R. Parts 160 and 164, as amended . In the event of any conflict between the mandatory provisions of the Privacy Rule and the provisions of this Contract, the Privacy Rule shall control. Where the provisions of this Contract differ from those mandated by the Privacy Rule, but are nonetheless permitted by the Privacy Rule, the provisions of this Contract shall control.

b. “Protected Health Information” or “PHI” means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

c. “Protected Information” shall mean PHI provided by CE to Associate or created or received by Associate on CE’s behalf. To the extent Associate is a covered entity under HIPAA and creates or obtains its own PHI for treatment, payment and health care operations, Protected

Information under this Contract does not include any PHI created or obtained by Associate covered entity and Associate shall follow its own policies and procedures for accounting, access and amendment of Associate's PHI.

## 2. Obligations of Associate.

a. Permitted Uses. Associate shall not use Protected Information except for the purpose of performing Associate's obligations under this Contract and as permitted under this Addendum. Further, Associate shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule if so used by CE, except that Associate may use Protected Information: (i) for the proper management and administration of Associate; (ii) to carry out the legal responsibilities of Associate; or (iii) for Data Aggregation purposes for the Health Care Operations of CE. Additional provisions, if any, governing permitted uses of Protected Information are set forth in Attachment A to this Addendum.

b. Permitted Disclosures. Associate shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule if disclosed by CE, except that Associate may disclose Protected Information: (i) in a manner permitted pursuant to this Contract; (ii) for the proper management and administration of Associate; (iii) as required by law; (iv) for Data Aggregation purposes for the Health Care Operations of CE; or (v) to report violations of law to appropriate federal or state authorities, consistent with 45 C.F.R. Section 164.502(j)(1). To the extent that Associate discloses Protected Information to a third party, Associate must obtain, prior to making any such disclosure: (i) reasonable assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party; and (ii) an agreement from such third party to notify Associate within two business days of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach. Additional provisions, if any, governing permitted disclosures of Protected Information are set forth in Attachment A.

c. Appropriate Safeguards. Associate shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information other than as permitted by this Contract. Associate shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Associate's operations and the nature and scope of its activities.

d. Reporting of Improper Use or Disclosure. Associate shall report to CE in writing any use or disclosure of Protected Information other than as provided for by this Contract within five (5) business days of becoming aware of such use or disclosure.

e. Associate's Agents. If Associate uses one or more subcontractors or agents to provide services under the Contract, and such subcontractors or agents receive or have access to Protected Information, each subcontractor or agent shall sign an agreement with Associate containing substantially the same provisions as this Addendum and further identifying CE as a third party beneficiary with rights of enforcement and indemnification from such subcontractors or agents in the event of any violation of such subcontractor or agent agreement. Associate shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation.

f. Access to Protected Information. Associate shall make Protected Information maintained by Associate or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within ten (10) business days of a request by CE to enable CE to fulfill its obligations to permit individual access to PHI under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524.

g. Amendment of PHI. Within ten business (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations with respect to requests by individuals to amend their PHI under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from Associate or its agents or subcontractors, Associate must notify CE in writing within five (5) business days of receipt of the request. Any denial of amendment of Protected Information maintained by Associate or its agents or subcontractors shall be the responsibility of CE.

h. Accounting Rights. Within ten (10) business days of notice by CE of a request for an accounting of disclosures of Protected Information, Associate and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528. As set forth in, and as limited by, 45 C.F.R. Section 164.528, Associate shall not provide an accounting to CE of disclosures: (i) to carry out treatment, payment or health care operations, as set forth in 45 C.F.R. Section 164.506; (ii) to individuals of Protected Information about them as set forth in 45 C.F.R. Section 164.502; (iii) pursuant to an authorization as provided in 45 C.F.R. Section 164.508; (iv) to persons involved in the individual's care or other notification purposes as set forth in 45 C.F.R. Section 164.510; (v) for national security or intelligence purposes as set forth in 45 C.F.R. Section 164.512(k)(2); (vi) to correctional institutions or law enforcement officials as set forth in 45 C.F.R. Section 164.512(k)(5); (vii) incident to a use or disclosure otherwise permitted by the Privacy Rule; (viii) as part of a limited data set under 45 C.F.R. Section 164.514(e); or (ix) disclosures prior to April 14, 2003. Associate agrees to implement a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years prior to the request, but not before the compliance date of the Privacy Rule. At a minimum, such information shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to Associate or its agents or subcontractors, Associate shall within five (5) business days of the receipt of the request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. Associate shall not disclose any Protected Information except as set forth in Section 2(b) of this Addendum.

i. Governmental Access to Records. Associate shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to the Secretary of the U.S. Department of Health and Human Services (the "Secretary"), in a time and manner designated by the Secretary, for purposes of determining CE's compliance with the Privacy Rule. Associate shall provide to CE a copy of any Protected Information that Associate provides to the Secretary concurrently with providing such Protected Information to the Secretary.



j. Minimum Necessary. Associate (and its agents or subcontractors) shall only receive, use and disclose the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure, in accordance with the Minimum Necessary requirements of the Privacy Rule including, but not limited to 45 C.F.R. Sections 164.502(b) and 164.514(d).

k. Data Ownership. Associate acknowledges that Associate has no ownership rights with respect to the Protected Information.

l. Retention of Protected Information. Except upon termination of the Contract as provided in Section 4(d) of this Addendum, Associate and its subcontractors or agents shall retain all Protected Information throughout the term of this Contract and shall continue to maintain the information required under Section 2(h) of this Addendum for a period of six (6) years.

m. Associate's Insurance. Associate shall maintain casualty and liability insurance to cover loss of PHI data and claims based upon alleged violations of privacy rights through improper use or disclosure of PHI. All such policies shall meet or exceed the minimum insurance requirements of the Contract (e.g., occurrence basis, combined single dollar limits, annual aggregate dollar limits, additional insured status and notice of cancellation).

n. Notification of Breach. During the term of this Contract, Associate shall notify CE within two business days of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. Associate shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

o. Audits, Inspection and Enforcement. Within ten (10) business days of a written request by CE, Associate and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether Associate has complied with this Addendum; provided, however, that: (i) Associate and CE shall mutually agree in advance upon the scope, timing and location of such an inspection; (ii) CE shall protect the confidentiality of all confidential and proprietary information of Associate to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by Associate. The fact that CE inspects, or fails to inspect, or has the right to inspect, Associate's facilities, systems, books, records, agreements, policies and procedures does not relieve Associate of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify Associate or require Associate's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract.

p. Safeguards During Transmission. Associate shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of Protected Information transmitted to CE pursuant to the Contract, in accordance with the standards and requirements of the Privacy Rule, until such Protected Information is received by CE, and in accordance with any specifications set forth in Attachment A.

q. Restrictions and Confidential Communications. Within ten (10) business days of notice by CE of a restriction upon uses or disclosures or request for confidential communications pursuant to

45 C.F.R. 164.522, Associate will restrict the use or disclosure of an individual's Protected Information, provided Associate has agreed to such a restriction. Associate will not respond directly to an individual's requests to restrict the use or disclosure of Protected Information or to send all communication of Protected Information to an alternate address. Associate will refer such requests to the CE so that the CE can coordinate and prepare a timely response to the requesting individual and provide direction to Associate.

3. Obligations of CE.

a. Safeguards During Transmission. CE shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of PHI transmitted to Associate pursuant to this Contract, in accordance with the standards and requirements of the Privacy Rule, until such PHI is received by Associate, and in accordance with any specifications set forth in Attachment A.

b. Notice of Changes. CE shall provide Associate with a copy of its notice of privacy practices produced in accordance with 45 C.F.R. Section 164.520, as well as any subsequent changes or limitation(s) to such notice, to the extent such changes or limitations may effect Associate's use or disclosure of Protected Information. CE shall provide Associate with any changes in, or revocation of, permission to use or disclose Protected Information, to the extent it may affect Associate's permitted or required uses or disclosures. To the extent that it may affect Associate's permitted use or disclosure of PHI, CE shall notify Associate of any restriction on the use or disclosure of Protected Information that CE has agreed to in accordance with 45 C.F.R. Section 164.522. CE may effectuate any and all such notices of non-private information via posting on CE's web site. Associate shall review CE's designated web site for notice of changes to CE's HIPAA privacy policies and practices on the last day of each calendar quarter.

4. Termination.

a. Material Breach. In addition to any other provisions in the Contract regarding breach, a breach by Associate of any provision of this Addendum, as determined by CE, shall constitute a material breach of this Contract and shall provide grounds for immediate termination of this Contract by CE pursuant to the provisions of the Contract covering termination for cause, if any. If the Contract contains no express provisions regarding termination for cause, the following terms and conditions shall apply:

(1) Default. If Associate refuses or fails to timely perform any of the provisions of this Contract, CE may notify Associate in writing of the non-performance, and if not promptly corrected within the time specified, CE may terminate this Contract. Associate shall continue performance of this Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services elsewhere.

(2) Associate's Duties. Notwithstanding termination of this Contract, and subject to any directions from CE, Associate shall take timely, reasonable and necessary action to protect and preserve property in the possession of Associate in which CE has an interest.

(3) Compensation. Payment for completed supplies delivered and accepted by CE shall be at the Contract price. In the event of a material breach under paragraph 4a, CE may withhold amounts due Associate as CE deems necessary to protect CE against loss from third party claims of improper use or disclosure and to reimburse CE for the excess costs incurred in procuring similar goods and services elsewhere.

(4) Erroneous Termination for Default. If after such termination it is determined, for any reason, that Associate was not in default, or that Associate's action/inaction was excusable, such termination shall be treated as a termination for convenience, and the rights and obligations of the parties shall be the same as if this Contract had been terminated for convenience, as described in this Contract.

b. Reasonable Steps to Cure Breach. If CE knows of a pattern of activity or practice of Associate that constitutes a material breach or violation of the Associate's obligations under the provisions of this Addendum or another arrangement and does not terminate this Contract pursuant to Section 4(a), then CE shall take reasonable steps to cure such breach or end such violation, as applicable. If CE's efforts to cure such breach or end such violation are unsuccessful, CE shall either (i) terminate the Contract, if feasible or (ii) if termination of this Contract is not feasible, CE shall report Associate's breach or violation to the Secretary of the Department of Health and Human Services.

c. Judicial or Administrative Proceedings. Either party may terminate the Contract, effective immediately, if (i) the other party is named as a defendant in a criminal proceeding for a violation of HIPAA, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the other party has violated any standard or requirement of HIPAA, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

d. Effect of Termination.

(1) Except as provided in paragraph (2) of this subsection, upon termination of this Contract, for any reason, Associate shall return or destroy all Protected Information that Associate or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If Associate elects to destroy the PHI, Associate shall certify in writing to CE that such PHI has been destroyed.

(2) If Associate believes that returning or destroying the Protected Information is not feasible, Associate shall promptly provide CE notice of the conditions making return or destruction infeasible. Upon mutual agreement of CE and Associate that return or destruction of Protected Information is infeasible, Associate shall continue to extend the protections of Sections 2(a), 2(b), 2(c), 2(d) and 2(e) of this Addendum to such information, and shall limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible.

5. Injunctive Relief. CE shall have the right to injunctive and other equitable and legal relief against Associate or any of its subcontractors or agents in the event of any use or disclosure of Protected Information in violation of this Contract or applicable law.

6. No Waiver of Immunity. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, CRS 24-10-101 *et seq.* or the Federal Tort Claims Act, 28 U.S.C. 2671 *et seq.* as applicable, as now in effect or hereafter amended.

7. Limitation of Liability. Any limitation of Associate's liability in the Contract shall be inapplicable to the terms and conditions of this Addendum.

8. Disclaimer. CE makes no warranty or representation that compliance by Associate with Contract, HIPAA or the HIPAA Regulations will be adequate or satisfactory for Associate's own purposes. Associate is solely responsible for all decisions made by Associate regarding the safeguarding of PHI.

9. Certification. To the extent that CE determines an examination is necessary in order to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine Associate's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which Associate's security safeguards comply with HIPAA, the HIPAA Regulations or this Addendum.

10. Amendment.

a. Amendment to Comply with Law. The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of this Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the Privacy Rule, and the Final HIPAA Security regulations at 68 Fed. Reg. 8334 (Feb20, 2003), 45 C.F.R. § 164.314 and other applicable laws relating to the security or privacy of PHI. The parties understand and agree that CE must receive satisfactory written assurance from Associate that Associate will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the Privacy Rule or other applicable laws. CE may terminate this Contract upon thirty (30) days written notice in the event (i) Associate does not promptly enter into negotiations to amend this Contract when requested by CE pursuant to this Section or (ii) Associate does not enter into an amendment to this Contract providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of HIPAA and the Privacy Rule.

b. Amendment of Attachment A. Attachment A may be modified or amended by mutual agreement of the parties in writing from time to time without formal amendment of this Addendum.

11. Assistance in Litigation or Administrative Proceedings. Associate shall make itself, and any subcontractors, employees or agents assisting Associate in the performance of its obligations under the Contract, available to CE, at no cost to CE up to a maximum of 30 hours, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the Privacy Rule or other laws relating to security and privacy or PHI, except where Associate or its subcontractor, employee or agent is a named adverse party.

12. No Third Party Beneficiaries. Nothing express or implied in this Contract is intended to confer, nor shall anything herein confer, upon any person other than CE, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

13. Interpretation and Order of Precedence. The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. Together, the Contract and this Addendum shall be interpreted as broadly as necessary to implement and comply with HIPAA and the Privacy Rule. The parties agree that any ambiguity in this Contract shall be resolved in favor of a meaning that complies and is consistent

with HIPAA and the Privacy Rule. This Contract supersedes and replaces any previous separate executed HIPAA addendum between the parties.

14. Survival of Certain Contract Terms. Notwithstanding anything herein to the contrary, Associate’s obligations under Section 4(d) (“Effect of Termination”) and Section 12 (“No Third Party Beneficiaries”) shall survive termination of this Contract and shall be enforceable by CE as provided herein in the event of such failure to perform or comply by the Associate. This Addendum shall remain in effect during the term of the Contract including any extensions.

15. Representatives and Notice.

a. Representatives. For the purpose of the Contract, the individuals identified elsewhere in this Contract shall be the representatives of the respective parties. If no representatives are identified in the Contract, the individuals listed below are hereby designated as the parties’ respective representatives for purposes of this Contract. Either party may from time to time designate in writing new or substitute representatives.

b. Notices. All required notices shall be in writing and shall be hand delivered or given by certified or registered mail to the representatives at the addresses set forth below.

Covered Entity Representative:

\_\_\_\_\_  
Heather Wellman, PhD, Director  
Huerfano County Dept. of Human  
Services  
121 W. Sixth St.  
Walsenburg, CO 81089

\_\_\_\_\_  
Date

Contractor

\_\_\_\_\_  
Charles Davis  
Crossroads Turning Points  
4 Montebello Road  
Pueblo, CO 81001

\_\_\_\_\_  
Date

**EMPLOYMENT CONTRACT  
HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES DIRECTOR  
2024-2027**

This contract is made and entered into as of the 27<sup>th</sup> day of May, 2024 between the Board of County Commissioners of Huerfano County, Colorado (“BOCC”) and The Wellman Way LLC.

**RECITALS**

WHEREAS, under the authority of C.R.S. § 26-1-115(1), the Board of County Commissioners determines that Huerfano County requires employment of a Human Services Director; and

WHEREAS, the Board of County Commissioners has found Heather Wellman is qualified for this position; and

WHEREAS, the Board of County Commissioners desire to establish working conditions of said Employee, and to provide terms and conditions of employment; and

WHEREAS, Heather Wellman will continue full time employment from May 27, 2024 through May 27, 2027 in the capacity of Huerfano County Department of Human Services Director and wishes to accept this employment with all of the duties and obligations associated thereto, as those duties and obligations may be changed or amended by the BOCC, from time to time;

**EMPLOYMENT**

**NOW THEREFORE**, the Parties hereto agree to be bound by the mutual covenants contained herein establishing their obligations concerning employment, remuneration, duties and performance.

1. Scope of Duties. Heather Wellman will be responsible for Directorship of the Huerfano County Department of Human Services.
2. Term. The term of this employment contract is for three (3) years from May 27, 2024 and subject to budget appropriation. At the expiration of the three year term, this contract shall be renegotiated by the parties unless canceled by either party as provided herein, or replaced with a new contract.
3. Compensation.
  - A. Salary. Heather Wellman will receive a salary of \$8,000.00 per month.
  - B. Benefits. Heather Wellman shall not be eligible to receive benefits of any kind.
  - C. Vacation Time. Heather Wellman shall not have any authorized paid vacation time.

- D. Schedule. The standard work day is Monday through Friday from 8 am to 5 pm, 12 months a year excepting paid holiday's as determined by the Huerfano County Board of County Commissioners; however, the Board recognizes that many job duties are performed outside of a normal schedule. Heather Wellman shall determine her own schedule including needed days outside of the office for vacation or absences due to illness.
4. Cancellation of this agreement and termination of employment.
- A. Heather Wellman may cancel this contract and terminate her employment with 30 (thirty) days prior written notice to the Chair of the BOCC.
- B. Heather Wellman serves as Director of the Huerfano County Department of Human Services at the pleasure of the BOCC. The BOCC may, at any time during any term of this contract, cancel this contract and terminate Heather Wellman's employment with or without cause.
- C. Severance Compensation. Should the County, at any time, cancel this contract and terminate Heather Wellman's employment, Heather Wellman shall be entitled to an amount of severance pay equivalent to three months' salary at the rate of payment existing at the time of cancellation of the contract and termination of employment. Both parties recognize and acknowledge that this contract cannot be canceled nor Heather Wellman's terminated for acts that are constitutionally protected or for reasons that violate Heather Wellman's civil rights.
5. Assignability. This contract is not assignable by either party under any condition.
6. Insurance. The County shall provide Heather Wellman insurance coverage for errors and omissions, and malpractice while acting in the capacity of Director for the Huerfano County Department of Human Services, and shall indemnify and hold Heather Wellman harmless from any and all claims brought by third parties against the Huerfano County DHS in said capacity.
7. Agreement made in Colorado. The parties agree that this contract was made in accordance with the laws of the State of Colorado and shall be so construed. Venue is agreed to be exclusively in a County District Court for the State of Colorado.

**Huerfano County Board of County Commissioners**

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John Galusha, Commissioner

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Heather Wellman, PhD, Director HCDHS

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Arica Andreatta, Commissioner

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Karl Sporleder, Commissioner



HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>	EFFECTIVE DATE
	<b>5/20/2024</b>
NAME: <b>Krista Cordova</b>	PAYROLL : <b>6/7/2024</b>

<b>CHANGE OF ADDRESS/PHONE</b>	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>Case Aide</b>	<b>Caseworker I</b>
DEPARTMENT	<b>DHS</b>	<b>DHS</b>
HOURS		
ANNUAL SALARY	<b>\$37,440.00</b>	<b>\$40,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		

**REASON FOR CHANGE**

- |           |                              |                               |
|-----------|------------------------------|-------------------------------|
| NEW HIRE  | RESIGNATION                  | LENGTH OF SERVICE INCREASE    |
| REHIRED   | RETIREMENT                   | REEVALUATION OF CURRENT JOB   |
| PROMOTION | LAYOFF                       | INTRODUCTORY PERIOD COMPLETED |
| DEMOTION  | ADMINISTRATIVE LEAVE PAID    | <b>OTHER</b>                  |
| TRANSFER  | ADMINISTRATIVE LEAVE UN-PAID |                               |

COMMENTS, IF NECESSARY

**Motion to Promote Krista Cordova to a Caseworker I with a Salary Increase to \$40,000.00**

\_\_\_\_\_  
Elected Official / Department Head      Date

\_\_\_\_\_  
John Galusha, Chairman      Date

*Angela Wakeman*      5/20/2024

\_\_\_\_\_  
Human Resources Officer      Date

\_\_\_\_\_  
Budget Officer      Date

HUERFANO COUNTY		
<b>PAYROLL STATUS CHANGE</b>		
<b>EFFECTIVE DATE</b>		
<b>6/30/2024</b>		
<b>NAME:</b> <b>Michelle Trujillo</b>	<b>PAYROLL :</b> <b>7/9/2024</b>	
<b>CHANGE OF ADDRESS/PHONE</b>	STREET CITY, STATE, ZIP TELEPHONE	
<b>CHANGE</b>	<b>FROM</b> <small>(DOES NOT APPLY TO NEW EMPLOYEE)</small>	<b>TO</b>
JOB TITLE	<b>SCW III CP Services</b>	
DEPARTMENT	<b>DHS</b>	
HOURS		
ANNUAL SALARY		
SEMI-MONTHLY SALARY		
HOURLY SALARY	<b>\$30.00</b>	
OTHER SALARY	<b>Exempt</b>	
<b>REASON FOR CHANGE</b>		
NEW HIRE REHIRED PROMOTION DEMOTION TRANSFER	RESIGNATION <u>RETIREMENT</u> LAYOFF ADMINISTRATIVE LEAVE PAID ADMINISTRATIVE LEAVE UN-PAID <b>TERMINATION</b>	LENGTH OF SERVICE INCREASE REEVALUATION OF CURRENT JOB INTRODUCTORY PERIOD COMPLETED OTHER
COMMENTS, IF NECESSARY		
<b>Motion to Accept the Retirement of Michelle Trujillo as SCW III CP Services Effective June 30, 2024.</b>		
Elected Official/Department Manager	Chairman	
Date	Date	
Date to Finance Office: _____		



**Adult Services Unit**

**STAFF**

- The unit is currently fully staffed.

**CASELOAD**

Adult Protection

- 4 intakes were received, investigated, and completed

Single Entry Point/Long Term Care Medicaid

- 135 open cases
  - 4 completed intakes
  - 1 nursing home assessments

**ACTIVITIES**

Case Management Agency

- CM Coulter completed the departments first Children’s Home and Community Based Services case. Client is now on services.
- Case managers continue system work-arounds and training to ensure timely Prior Authorizations Requests for community partners.
- In response to a change in rule, Hallie and Joanna will be on protected time until June 14 as they work to complete more than 1,500 changes in the system.

Adult Protection

- World Elder Abuse Awareness Fair will be June 14th from 11-2pm at the South Central Council of Governments Office. Please see attached flyer.
- Thank you to the BOC for providing APS Case Mangers with Purple Huerfano County Shirts for the event.



# WORLD ELDER ABUSE AWARENESS DAY SENIOR RESOURCE FAIR

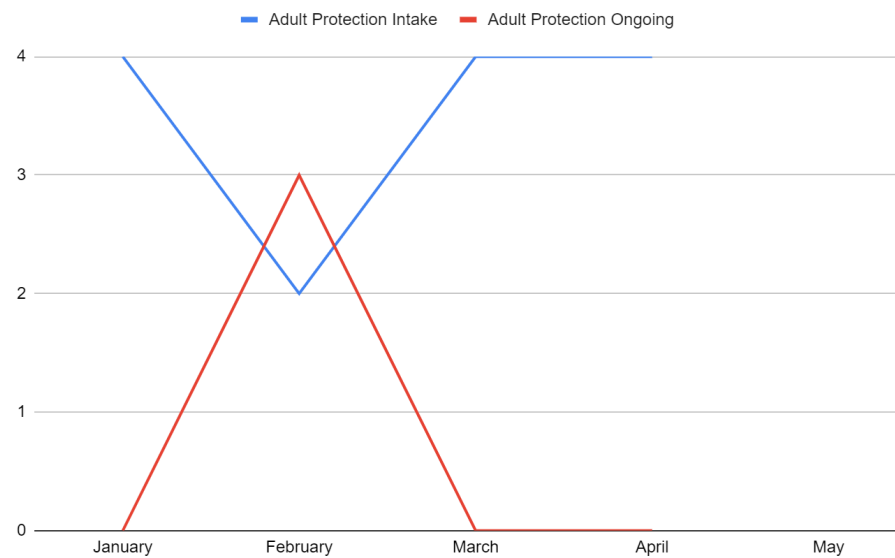
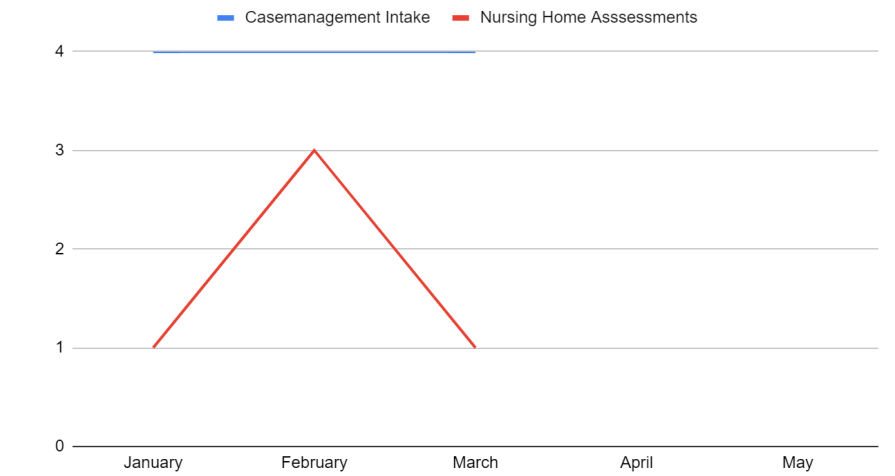
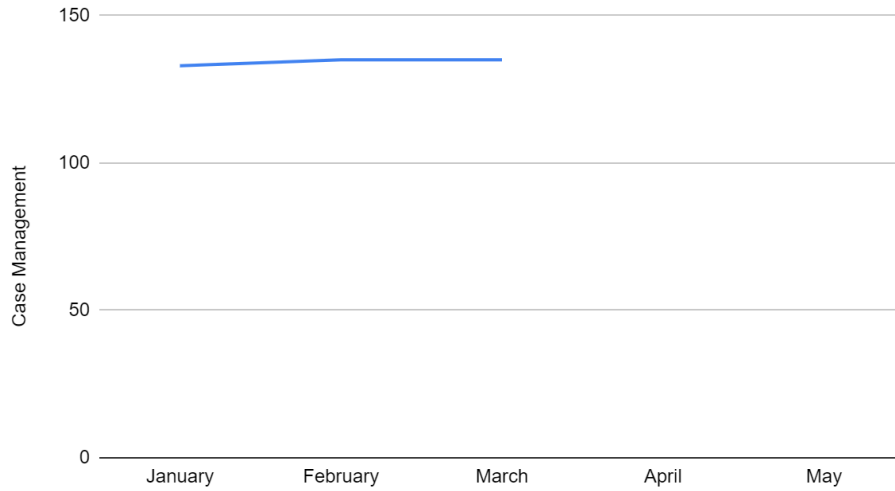
**JUNE 14TH, 2024  
11 AM - 2PM**

JOIN US AT SOUTH CENTRAL COUNCIL OF  
GOVERNMENTS  
625 NORTH POLK WALSENBURG, CO

*FREE ADMISSION AND TOTE BAG  
LOCAL BUSINESSES FROM AROUND  
THE COMMUNITY WILL BE PROVIDING  
INFORMATION BOOTHS TO HELP  
SENIORS GET THE RESOURCES THEY  
NEED.*

Sponsored by Huerfano County DHS Adult Protection Team  
Area Agency on Aging and South Central Council of Governments

### Case Management



**STAFF**

- The Department is Fully Staffed
- One tech is out on extended leave.

**CASELOAD**

New Applications

- Adult Financial (cash assistance): 8
- Colorado Works: 8
- Medicaid: 52
- SNAP: 46
- Expedited SNAP: 24

Redeterminations

- Adult Financial: 3
- Colorado Works: 6
- Medicaid: 43
- Snap: 70

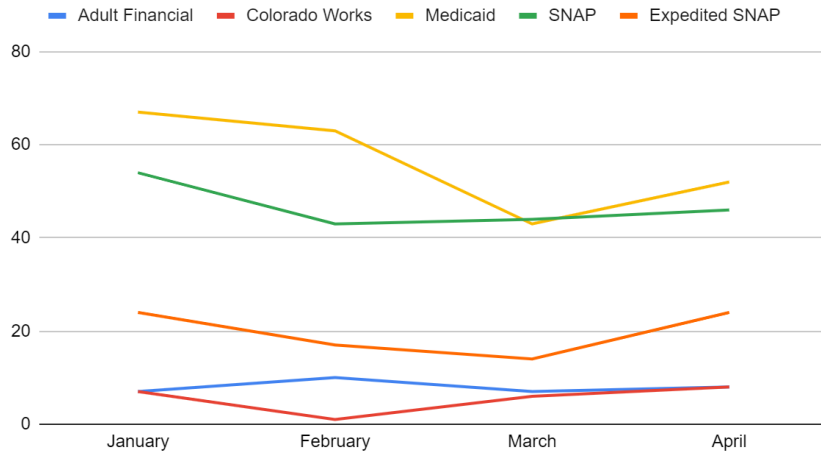
Long-Term Care Nursing Facility cases

- 34 active cases

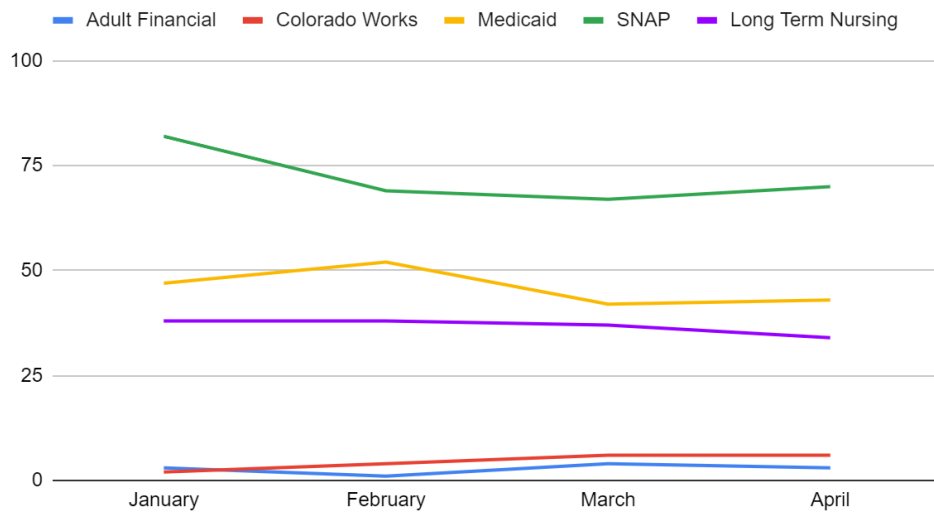
**ACTIVITIES**

- Our newest Eligibility Technician, Shelby Ore, has completed her Medical MAGI and Non-MAGI training and is working on her SNAP training. Shelby is working with the Supervisor to start processing Medical cases and continues to enter new applications and pend Redeterminations.
- Dylan Brunmeier is currently taking required training to determine eligibility for Colorado Works/TANF. Dylan continues to assist eligibility by entering new applications and pending Redeterminations and provide back-up support for the Call Center and Front Desk. We will be setting up a date/time for Dylan to go to a neighboring county to shadow their Colorado Child Care Assistance Program (CCCAP).
- Director Wellman and Kathleen attended the Adult Financial Forum in Pueblo on May 15 th , 2024 and received updates for all Cash programs as well as some Colorado Works/TANF Workforce Development training

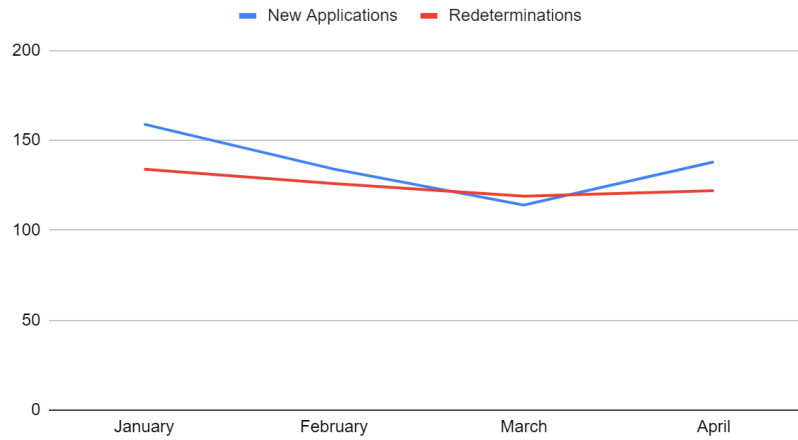
### New Applications



### Redeterminations



### Total Applications





**STAFF**

- The unit is currently fully staffed.

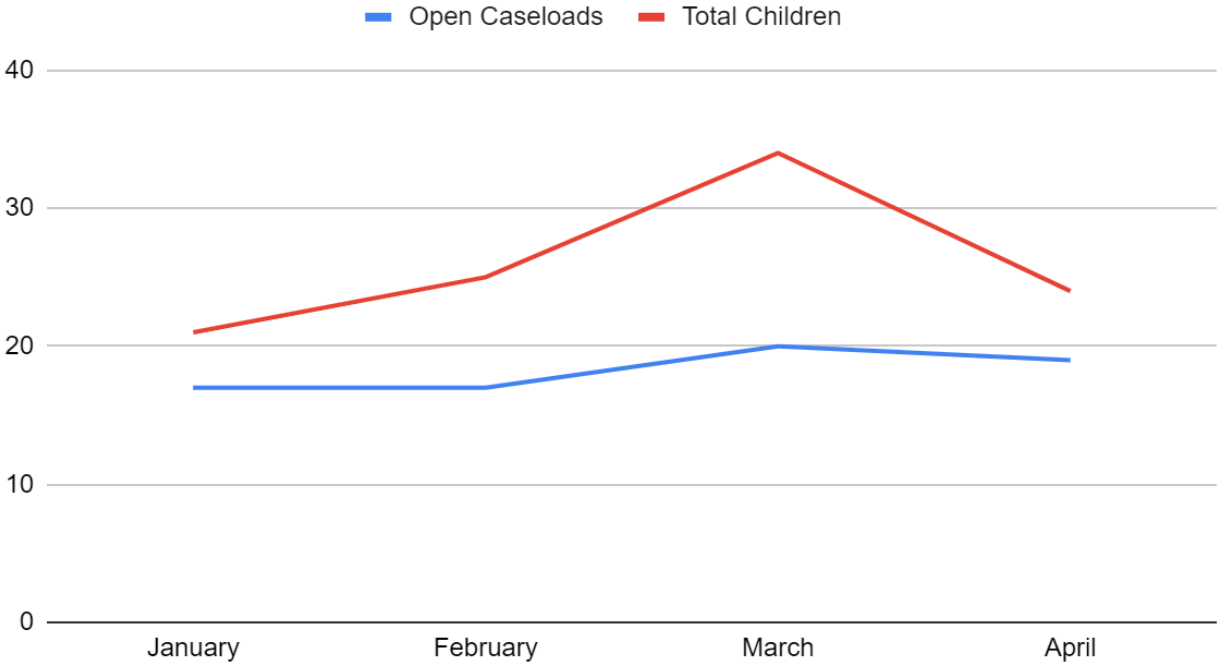
**CASELOAD**

- 19 open cases
  - 17 cases are open dependency or neglect cases
  - 1 voluntary case
- We have a total of 24 children
  - Foster care: 8 children
  - Kinship care: 7 children
  - Home with parents: 9 children
  - Youth in Office: 0
- Ashley Wilkins, Leadworker
  - 11 cases; 1 assessments
- April Romero, Caseworker I
  - 4 cases; 1 assessments
- Kyle Gomez, Caseworker I
  - 3 cases; 2 assessment
- Dreama Ortivez, Supervisor
  - 1 case
- Krista Cordova, Case Aide
  - Krista completed the Child Welfare Academy and had great reviews. She will be taking the Safe Home Study Course to get certified to be our Foster/Kinship Home Study coordinator. She will also be doing initial assessments and handling a half case load. (Recommend to move her to a Caseworker 1)
- Michelle Trujillo, Part-time visitation worker
  - Continues to supervise visits
- We currently have two county foster homes

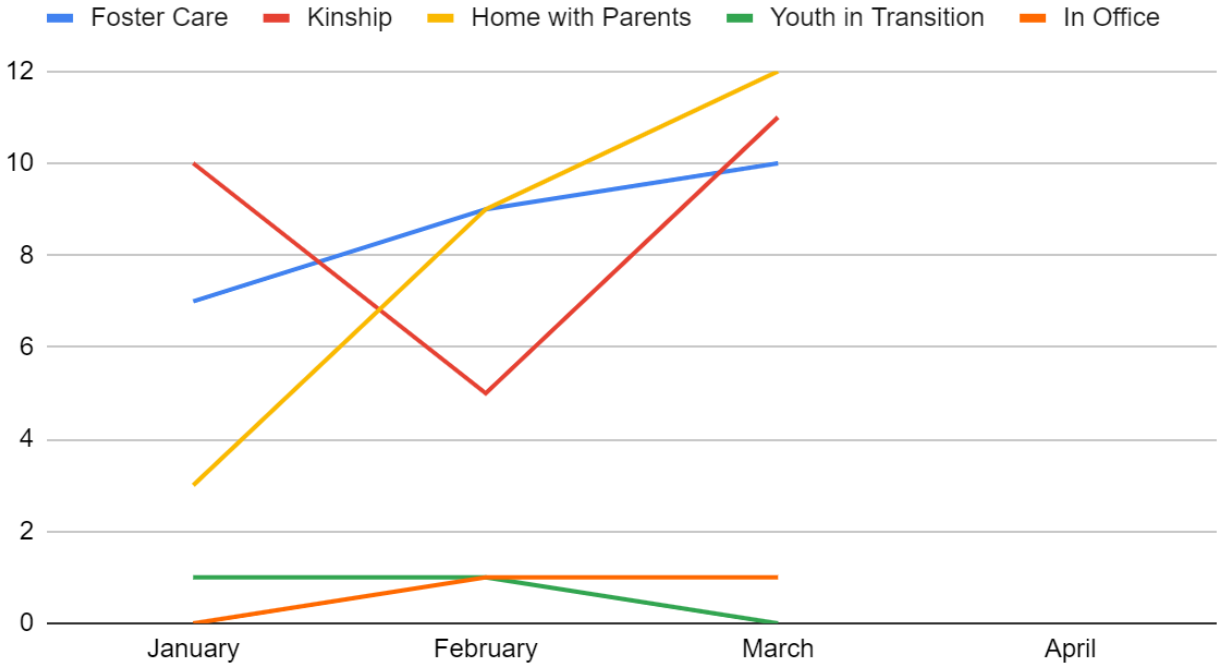
**ACTIVITY UPDATES**

- The department will have two adoptions occurring within the coming few months which means permanency for kids.
- Workers are working long hours to keep up with the number of referrals we are receiving.
- All workers are trained and ready to start the inhouse UAs.
- Working to establish Safe Baby Court.

### Total Open Caseloads and Children



### Total Children



**STAFF**

- FRC is fully staffed.

**CASELOAD**

Referrals

- 6 Total: 5 agency, 1 walk-ins.

Ongoing Case Management/Parent Support

- Huerfano: 12 families
- Las Animas: 7 families

Basic Needs/Services

- Huerfano: 2

Playgroup Participants

- 6 families

**ACTIVITIES**

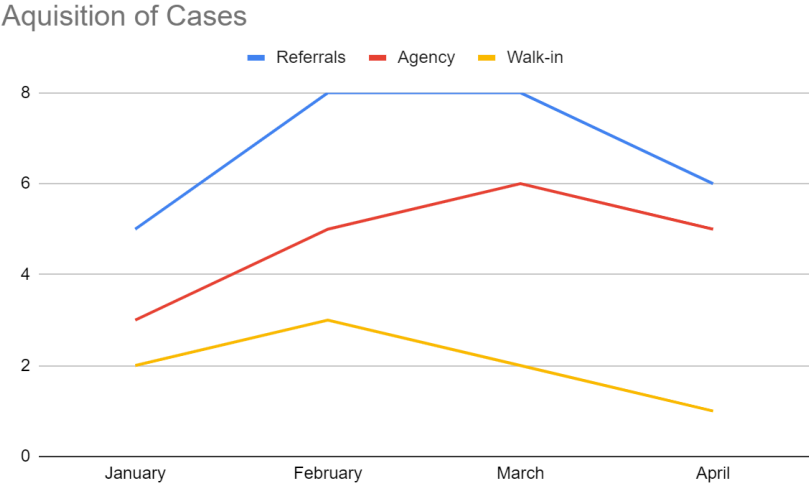
- Staff Trainings and meetings held by FRC Director/Staff:

Trainings and Meetings Held and/or Attended by FRC Director/Staff:  
 Huerfano Las Animas IOG Meeting  
 FRC, CW, DHS Director Meet-up  
 2024 Virtual Convening on Children, Youth and Families  
 Huerfano County Go Wild Outdoors Week of the Young Child Celebration (pictured below)  
 Las Animas County Go Wild Outdoors Week of the Young Child Celebration  
 FRC and DHS Accounting Grants Planning Meeting  
 Colorado Evaluation and Action Lab, Denver University Family Time SME  
 Interview for HB23-1027 – HQPT Task Force  
 Huerfano County CW Client Planning Professional Meeting  
 Workforce Collaborative Training

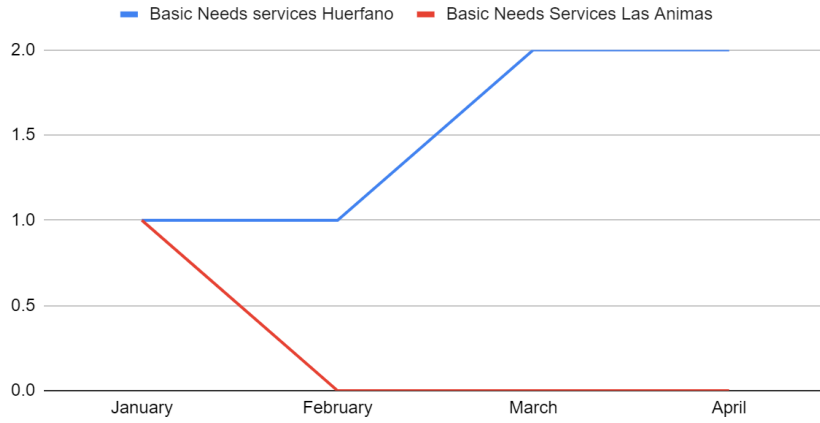
Las Animas County Truancy Court TAP  
 Nurturing Fathers Curriculum Training  
 CMP State Steering Committee Meeting  
 Community Coalition Meeting  
 HULA Meeting  
 DHS All Staff Meeting and Training  
 CMP Data Tracking Stakeholder Session  
 Planned Parenthood Great Northwest, Hawai’I, Alaska, Indiana, Kentucky LiFT  
 Training of Facilitators – CoSHI



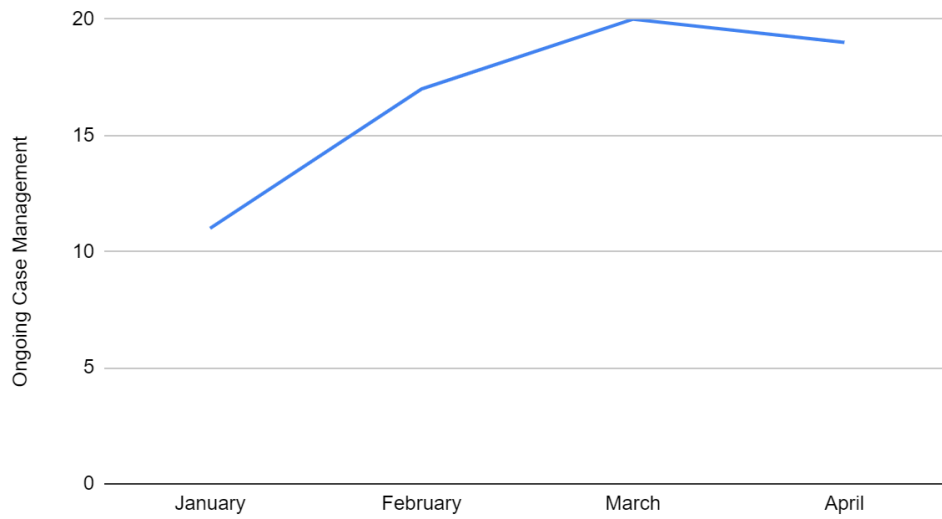
The FRC participated in the Go Wild Outdoors Week of the Young Child Celebrations held in Huerfano and Las Animas Counties on April 6<sup>th</sup> and 7<sup>th</sup>, during National Child Abuse Prevention Month. The events were sponsored by HULA. Pictured above are Melissa Serra and Giana Barela, FRC Family Development Workers/Family Advocates.



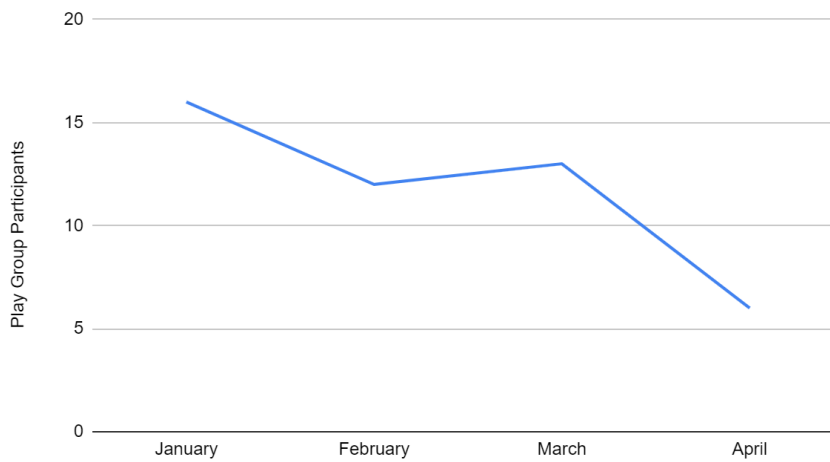
### Basic Needs services Huerfano and Basic Needs Services Las Animas



### Ongoing Case Management



### Play Group Participants



## Organizational Report

### STAFF

- One staff member is out on extended leave.
- Our DHS Attorney position is being temporarily filled by Juile Ripperger
- Roger Greene will no longer perform Family Engagement Meetings for Huerfano County but will continue to support other family meetings through truancy and other programs.

### OPERATIONAL MANAGEMENT

- Voicemail continues to be spotty.
  - We received a quote from Gobbins for a new phone system but are waiting to hear from other vendors through Sourcewell to provide quotes so we have several options to present to the board.
- We continue to refine the call center operations.
- We are working with partner organizations and with Las Animas county to envision what services should and could look like in our area.
- The computer refresh for this year's cycle is completed.

### LEGISLATIVE UPDATES

- The state has advised us to expect rule changes related to all areas of DHS coming down as a result of the most recent legislative sessions.
- The state has a new funding model for eligibility and for child welfare, and we should expect to see our new allocations in June.

### ACTIVITIES

- The eligibility unit got 100% customer satisfaction on its most recent survey results.
- Director and Eligibility supervisor attended DEWs Forum
- Director has been attending SE Director's meetings
- Participated in Safe Baby team meeting and advisory committee.
- Director and Eligibility supervisor met with Workforce development to align our programs.
- Director met with Crossroads to negotiate contract and discuss services.
- We completed an onsite meeting with the State County Liaison and received support.
- The state liaison from child welfare had an onsite visit with the team.
- Deah Weller continues to participate in hunger relief initiatives.
- We prepared most of the required documents for the audit, and met with the auditor and accounting consultants.
- Karina has successfully fixed our state payroll upload issue and has now uploaded all payroll.
- Karina has attended training through the state and a private vendor to learn DHS accounting.
- DHS staff will attend the CCI conference at the end of May.
- We conducted a whole staff training on April 19 covering setting expectations and boundaries with clients.
- We are nearly caught up in the Assistance Payments Unit and our timeliness continues to improve.
- We continue to work on building a stronger relationship between The FRC and CW offices.